

Northern NM Gastroenterology Associates

Financial Policies

Cancellation/ No Show Policy for Doctor Appointment in the Clinic:

We understand that there are times when you must miss an appointment due to emergencies or obligations for work or family. However, when you do not call to cancel or reschedule an appointment, you may be preventing another patient from getting much needed treatment. Conversely, the situation may arise where another patient fails to cancel and we are unable to schedule you for a visit, due to a seemingly "full" appointment book. **If an appointment is not cancelled/rescheduled at least 3 business days in advance you will be charged a twenty-five dollar (\$25) fee; this will not be covered by your insurance company.**

Scheduled Appointments in the Clinic:

We understand that delays can happen however we must try to keep the other patients and doctors on time. **If a patient is 15 minutes past their scheduled time we will check with your provider if they would like to see you, depending upon their response this may require us to reschedule the appointment.**

Cancellation/ No Show Policy for a Scheduled Procedure:

Due to the large block of time needed for procedures, last minute cancellations/reschedules can cause problems and added expenses for the office. **If procedure is not cancelled or rescheduled at least 3 business days in advance you will be charged a one hundred dollar (\$100) fee; this is will not be covered by your insurance company.**

Payments:

Your payments options are: Visa, MasterCard, Discover, Cash, Money Order and Checks

Co Pays:

Copays are expected to be paid at the time of service. However, if arrangements need to be made, please contact our Billing Office.

Insurance Billing:

- If you would like us to bill your insurance, we will bill based on the information provided to us.
- You are responsible for all co pays, deductibles and other adjustments such as co-insurance payments by your insurance carrier.
- You will be responsible for and will be billed for any unpaid balance.

Private Pay Office Visit Charges:

Office Visit Consult \$150.00

Office Visit Follow Up \$125.00

Other Charges:

Colonoscopy, Physician Fee **ONLY** \$775.00-\$2200.00

Upper Endoscopy, Physician Fee **ONLY** \$495.00-\$1050.00

Flexible Sigmoidoscopy, Physician Fee **ONLY** \$200.00-\$625.00

EUS, Physician Fee **ONLY** \$600.00-\$1000.00

ERCP, Physician Fee **ONLY** Starts at \$1325.00

Paracentesis, Physician Fee **ONLY** \$200.00

PEG, Physician Fee **ONLY** \$200.00

Capsule Endoscopy \$1375.00

Esophageal Manometry \$475.00

24 Hr. pH Study \$600.00

NOTE: There will multiple claims/billings for procedures. A claim from Northern NM Gastroenterology for the physicians services, a claim from the facility and possible a third claim from Pathology if biopsy's are taken.

Deposits for Private Pay:

Single Procedure - \$150.00

Double Procedure - \$200.00

Private Pay Discounts:

If paying in Full, a 30% Discount will be applied to balance owed

If payment arrangements need to be made, a 30% Discount after the 6th **CONSECUTIVE** payment on the balance owed.

Past Due Accounts:

Accounts greater than 90 days overdue will be forwarded to a collection agency.

Signature: _____

Date: _____